



Special Education Personnel Directions Employee, Shared Employee or Contracted School Year 2007-2008

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The below districts are responsible for reporting the special education data:

10-Public School Districts
40-Cooperatives and Multi-Districts
50-Correctional Facilities
80-Special Populations

Data Requirements

● This personnel data collection is to be based upon the personnel that are an **EMPLOYEE, SHARED EMPLOYEE, OR CONTRACTED** and providing special education and/or related services upon or about December 1, 2007. Submit the full-time equivalent (FTE) of the **employee, shared employee, or contracted** personnel for the categories indicated below. All **of the above mentioned** personnel serving students with disabilities ages 3-21 as directed by the student's Individual Education Plan (IEP), regardless of the funding source, should be included in the data collection. All of the personnel will be encoded into one of five different menus – **Personnel Record Forms menu, Other School Personnel menu, Bus Driver menu, Contracted SPED menu, and Teacher Vacancy menu.**

Assignment Codes for Special Education

63007 - Adapted Physical Education
21700 - Birth - Preschool Special Education
40501 - Psychological Examiner
40401 - School Psychologist
40104 - Special Education Counselor
40601 - Special Education Director
20601 - Special Education Teacher K-12
21801 - Special Education Teacher K-8
20602 - Special Education Vocational
40202 - Speech/Language Pathologist ages 3-5
40203 - Speech/Language Pathologist ages 6-21

Other School Personnel Codes for Special Education

01 - Educational Assistants - Special Education
67 - Special Education Specialized Food Service Worker
73 - Audiologist
76 - Interpreter
77 - Licensed Psychologist
79 - Occupational Therapist
80 - Physical Therapist
85 - Special Education Social Workers
86 - Special Education Recreation and Therapeutic Recreation Specialist
87 - Rehabilitation Counselor
88 - Special Education Work Study Coordinator (Job Coach)
91 - Bus Driver
101 - Non-Professional Staff in Special Education
102 - Other Occupational Technician
103 - Psychiatrist
104 - Special Education School Nurse
105 - "Other" Support Staff in Special Education
106 - Special Education Department Manager
107 - Special Education Bus Drivers not required to have a CDL
108 - Brailist

Definitions are located in the "Other School Personnel" directions.

Adding Employed Personnel

- The information for personnel that are an **employee or a shared employee** will be entered into the **Personnel Record Forms menu**, the **Other School Personnel menu**, or the **Bus Driver menu**. The Assignment Codes for Special Education or the Other School Personnel Codes for Special Education will be used in each of the above mentioned menus.
- The data requirements for a highly qualified teacher in No Child Left Behind (NCLB) are collected in the **Personnel Record Forms menu**. The highly qualified requirement applies to elementary, middle, and secondary special education teachers when providing instruction in "core academic subjects".
 - Elementary special educators must meet the same requirements of being highly qualified as all elementary teachers.

- The requirement will apply to any middle school and secondary special educator who teaches a “core academic subject”. A special educator, who teaches any of the core academic subjects, is the sole instructor of record, and awards a grade must be highly qualified.
- For special educators in general, the field being taught is special education. Special education teachers provide support, in consultation with teachers of “core academic subjects”. Thus, the teacher of record who awards the credit must hold the appropriate endorsement and be highly qualified. Special educators, working in collaboration and consultation with general education teachers who are highly qualified in the appropriate core areas, will be able to provide special education to students taking these courses. Thus, a special educator may address the special education needs of a student taking a course in a core academic area, but must be either highly qualified to be the teacher of record and award grades **OR** be in collaboration with a highly qualified teacher for that core area.

Corrections to Employed Personnel

- Corrections for each employed personnel must be made within the menu.

STEP #1: An assignment code and a position code will be used in the **Personnel Record Form menu** for all employees. If the person you are updating was reported last year, all their personal information will be pre-populated. For more information on the personnel record forms, please refer to the **Personnel Record Forms Instructions** section in the manual located at the web-site, <http://doe.sd.gov/ofm/prf/index.asp>. Your superintendent designates a PRF manager who also has a manual.

DistYear: 32002 Pierre School District 32-2 2005

DOE Anonymous

District Current Personnel Record Forms Listing

Make corrections to employed personnel with certification requirements in the "Personnel Record Form" menu.

Name	Empl. Prev. Year	Updated Curr. Year
Andersen, Penny	Y	N
Armstrong, Hope	Y	N
Asher, Lynell	Y	N
Askew, Kathryn	Y	N
Asmussen, Kathryn	Y	N
Barnett, Fern	Y	N
Becker, Marlys	Y	N
Bengs, Cindy	Y	N
Beinger, Jeff	Y	N
Bierle, Kim	Y	N
Blemaster, Karla	Y	N
Block-Hansen, Sandy	Y	N
Boe, Nancy	Y	N
Bohls, Todd	Y	N
Bradley, Kristine	Y	N
Brandt, Kellv	Y	N

Make Employee Data Edit Employee Data Delete Employee Data Exit

STEP #2: Other school personnel codes will be used in the **Other School Personnel menu** for all employees. For more information on the other school personnel, please refer to the **Other School Personnel** section in the manual located at the web-site, <http://doe.sd.gov/ofm/prf/index.asp>

DistYear: 32002 Pierre School District 32-2 2005

DOE Anonymous

Actions

- Change District and Year
- Authority To Act
- District Bus Drivers
- Revoked Bus Driver Licenses
- Cert/Cred
- CIP Program
- Correspondence
- District Information
- Authority to Act
- Add District/School Information
- Add Bus Driver Information
- Check Graduation Information
- Contracted SPED Personnel
- Long Term Substitute Teachers
- Qualifications Assignment
- Personnel Record Form
- Other School Personnel
- Paraprofessionals
- Teacher Vacancy
- Assurance Statement
- Individual Information
- District Address

Other School Personnel List

Make corrections to employed personnel with no certification requirements in the "Other School Personnel" menu

Code	Description	Total Reported Number
01	Elementary Education	21.4
02	Secondary Education	25
04		23
11		3
21		1
		4
		1
		1
36		3
41	School Secretary	12
61	Cook/Baker	19
63	Food Service/Kitchen Manager	2
64	Food Service/Program Director	1
65	Food Service/Worker	19

(21) Record(s)

*Double-Click record above to edit

Add Edit Delete Print Ok

Adding Contract Personnel

- The information for personnel that are **contracted** (contracted from a special education cooperative, hospital, or private entity) must be entered into the **Contracted SPED Personnel menu**. Contract special education personnel are defined as services contracted through a third party.
- Click yes or no if you have contracted Sped personnel.
- Choose either Contracted Sped by Assignment Code or Contracted Sped by Other Personnel Code.

DOE Anonymous

Actions

- ATQ Authority to Act
- District Bus Drivers
- Revoked Bus Driver Licenses
- Cert/Cred
- CIP Program
- Correspondence
- District Information
- Add District/School Information
- Personnel Record Form
- Authority to Act
- Check Graduation Information
- Update Math & Science Indicator
- Add Bus Driver Information
- Contracted SPED Personnel
- Long Term Substitute Teachers
- Other School Personnel
- Paraprofessionals
- Assignment Qualifications
- Teacher Vacancy
- Assurance Statement
- Assurance
- Individual Information

Contracted Sped

Does your district have Contracted Sped? ☒ Yes ☐ No

Contracted Sped by Assignment Code

Assignment Code	Provider Type	Provider	FTE
There are no records to edit or delete			

(0) Record(s)

Add View Delete

Contracted Sped by Other Personnel Code

Other Personnel Code	Provider Type	Provider	FTE
73 - Audiologist	Private	Nella Thompson	0.3
79 - Occupational Therapist	Private	Avera St. Luke's	1
80 - Physical Therapist	Hospital	Avera St. Luke's	2

(3) Record(s)

Add View Delete

- Fill out Provider Type, Provider Name, Classification Code, and FTE.
- Make sure to Save

DOE
Anonymous

Actions
ATQ Authority to Act
District Bus Drivers
Revoked Bus Driver Licenses
Cert/Cred
CIP Program

Contracted Sped by Other Personnel Code

Provider Type: Private

Provider Name: Nella Thompson

Classification Code: Audiologist

FTE: 0.3

Cancel Save

Deleting a Contract Personnel Record

STEP #1: To delete a record, highlight only the record to be deleted.

STEP #2: Click the delete button to delete the highlighted record.

DOE
Anonymous

Actions
ATQ Authority to Act
District Bus Drivers
Revoked Bus Driver Licenses
Cert/Cred
CIP Program
Correspondence
District Information
Add District/School Information
Personnel Record Form
Authority to Act
Check Graduation Information
Update Math & Science Indicator
Add Bus Driver Information
Contracted SPED Personnel
Long Term Substitute Teachers
Other School Personnel
Paraprofessionals
Assignment Qualifications
Teacher Vacancy
Assurance Statement
Assurance
Individual Infor

Contracted Sped

Does your district have Contracted Sped? ☒ Yes ☐ No

Contracted Sped by Assignment Code

Assignment Code	Provider Type	Provider	FTE
There are no records to edit or delete			

(0) Record (s)

Add View Delete

Contracted Sped by Other Personnel Code

Other Personnel Code	Provider Type	Provider	FTE
73 - Audiologist	Private	Nella Thompson	0.3
79 - Occupational Therapist	Private	Avera St. Luke's	1
80 - Physical Therapist	Hospital	Avera St. Luke's	2

(3) Record (s)

Add View Delete

Review Special Education Report

- When you are finished encoding by assignment and position codes, **the Special Education Director must determine the information has been entered correctly before the assurance statement is electronically submitted.** Please run a report for the Special Education Director to check for errors.

STEP #1: Follow the directions on how to run a report and print the "Report: Special Education Personnel" so the special education director can review what you have encoded. Select school year 2008.

DOE
Anonymus

Report Menu [www.state.sd.us]

Report Group:

Name	Report
Report: District Personnel by Position Code or/and Assignment Code	Report: District Personnel by Position Code or/and Assignment Code
Report: Highly Qualified SPED by District	Report: Highly Qualified SPED by District
Report: Special Education Personnel	Report: Special Education Personnel
Report: Special Education Personnel Summary	Report: Special Education Personnel Summary
Report: Special Education Teacher Vacancies	Report: Special Education Teacher Vacancies
Report: SPED Core Content Assignment FTE	Report: SPED Core Content Assignment FTE
Report: State Special Education Personnel Summary	Report: State Special Education Personnel Summary

Next

DE04 - Teacher Certification/Personnel System -- Web Page Dialog

Enter criteria for report

School Year:

District Number From:

Ok Cancel

http://www.state.sd.us/Applications/DE04PERS/DE04Reg... Trusted sites

Print Report:

#7 Click on the icon that looks like a printer.

Crystal Report Viewer - M...

Preview

32002

SPECIAL EDUCATION PERSONNEL

Please make a copy of this report for your special education director. Your special education director should review this for accuracy before you sign off on the assurance statement.

School Year 2002-2003

Social Security #	Name	Assignment Code	Fully Certified	Authorized to Act	Non-Certified	Non-Authorized Personnel	Other School Personnel	Total Contracted FTE
2002 SPECIAL EDUCATION PERSONNEL REPORT 20.2								
Unemployed Teacher								
79 Unemployed Teachers			0.00	0.00	0.00	0.00	1.00	0.00
							2.00	0.00
							21.40	0.00
							23.40	0.00
			0.00	0.00	0.00	0.00	23.40	0.00

Print

Printer

Name: DEPR14638#\\VTFR1SRV5\\Printer23

Status: Ready

Type: HP LaserJet 5Si

Where: Client\DEPR14638#\\VTFR1SRV5\\Printer23

Comment: Auto Created Client Printer DEPR14638

Print range

☒ All

☐ Pages from: 1 to: 1

☐ Selection

Copies

Number of copies: 1 2 3

OK Cancel

#8 Choose the appropriate printer to which you want to print to.

#9 Click on "OK".

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